A GUIDE TO ESTABLISHING A BUSINESS IN CALGARY

1982

THE CITY OF CALGARY

BUSINESS DEVELOPMENT DEPT

FOREWORD

This guide has been compiled by the City of Calgary Department of Business Development to assist companies or individuals wishing to establish or expand a business within the city. The guide is not intended to deal with every aspect of business or industrial development in detail but rather to provide assistance in locating available sources of information.

The City of Calgary Department of Business Development is charged with the task of expanding the City's economic base and offers a wide range of professional services to the business community on a confidential basis. These services include assistance to manufacturers and the service industries, including site selection information on public or private lands and buildings. Calgary and Alberta market information is available through the department's Research Office.

If you have any questions relating to business development in Calgary, please feel free to call on our assistance at any time. There is no charge and you can count on our complete cooperation.

Business Development Department
The City of Calgary
317, 205-9th Ave. S.E.
Mail to: P.O. Box 2100, Postal Station M
Calgary, Alberta, Canada
T2P 2M5

Telephone: (403) 268-2331

Other publications available on request—

Calgary In Fact (A Profile)
Calgary In The News
Calgary Pictorial

INTRODUCTION

It is very important that anyone who contemplates going into business be aware of government regulations that could affect that enterprise. Some businesses are more regulated than others and therefore a check should be made on regulations surrounding your new or changing business activity. Items such as licensing, taxation, health regulations and employee safety, including numerous permits, are some of the requirements of the three levels of government—Federal, Provincial and Municipal.

It is particularly helpful to be aware of business services provided by the various agencies of government assistance, numerous private business associations offer varying degrees of help to members and prospects.

It is the intent of this guide to help the entrepreneur reach the right people who offer the most assistance in smoothing the path to a successful business venture.

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CITY PLANNING REQUIREMENTS

The following steps of the planning approval process may be required in order to achieve a specific development in Calgary. All decisions are made based on provisions of appropriate legislation, planning considerations and input received from Circulation Referees. The telephone numbers appearing below are those for the Counter staff of the particular section of the Planning Department that deals with each area of responsibility. Please phone or attend in person to obtain further details as to the type of information required to be submitted and the likely time-frames for processing. Time-frames vary from item to item depending on complexity, need to circulate to other agencies, approving authority, work-loads, etc. These are determined according to the specific details at each project. It should be noted that Calgary is operating under a "Land Use By-law" pursuant to The Planning Act. This By-law lists "Permitted Uses" and "Discretionary Uses" for each district. The former must be approved if by-law requirements are met. The latter are evaluated on their merits and, if approved, are advertised to permit anyone claiming to be adversely affected by the decision to appeal to the Development Appeal Board.

1. **Land Use Redesignation** (approximately 11 to 14 weeks)

   If the designation of your land is not appropriate for the specific use as set out in the Land Use By-law 2P80, you must submit a land use redesignation application to the Amendment Section, Land Use Division. This application is essentially an amendment to the Maps forming part of the Land Use By-law and, as such, is implemented by Council giving 3 readings to an Amendment By-law following a Public Hearing. The Amendment Section circulates your proposal, undertakes a planning evaluation and prepares a write-up to be presented to the Calgary Planning Commission and subsequently a Public Hearing of Council. Council approval ensures designation of the site; refusal means that "a same or similar" application cannot be made within the next six months.

   For more information, please contact 268-5357.

2. **Subdivision** (approximately two weeks–two months depending on type)

   It may be necessary to subdivide the site to meet the requirements of your proposal. In preparing your subdivision application, you must comply with the requirements of The Planning Act, and The Subdivision Regulations. You must make an application to the Subdivision Section, Land Use Division. Following processing through other interested agencies and evaluation of the proposal, the item will generally be referred to the Calgary Planning Commission for decision. Minor items may be approved directly by the Senior Subdivision Officer who is also responsible for signing all legal instruments affecting the subdivision prior to registration in the Land Titles Office. Appeals to the decision are made to the Alberta Planning Board.

   For more information, please contact 268-5343 – 268-5429.

3. **Development Permit** (approximately 40 days plus two weeks advertising)

   In order to carry out any developments* on your property, you must apply for a Development Permit. However, the preceding two stages must first have been completed (if they are required). Your proposal is checked against the By-law, circulated and evaluated, following which either the Senior Development Officer can sign the permit or the item is considered by the Calgary Planning Commission. While "Permitted Uses" are approved if they comply with the By-law, "Discretionary Uses" enable the approving authority to exercise a wide degree of discretion to ensure high standards of urban design and in only allowing uses that

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are compatible with the area. All Development Permit approvals for Discretionary Uses or Permitted Use relaxations must be advertised for two weeks following approval and can be appealed by the applicant or any third party to the Development Appeal Board. The applicant can of course appeal refusals or conditions of approval. This permit only ensures that the planning considerations are in order and the provisions of the Land Use By-law 2P80 have been met. Before any construction can commence, a Building Permit is required. Prior to obtaining a Building Permit it will be necessary to obtain release of your Development Permit by satisfying all conditions precedent on the release such as prepayment of services or signing of a Development Agreement.

For more information, please contact 268-5351.

*"Development" is defined in the Land Use By-law, but generally means the carrying out of any construction or other operations in, on, over or under land or the making of any change in the use of intensity of use of any land, building or premises. It should also be noted that single family and duplex residential buildings are exempt from the need for a Development Permit unless relaxation of By-law provisions are sought and certain exceptional circumstances where they are a "discretionary use".

4. **Building Permit** (approximately four weeks)

Having obtained an approval of your Development Permit by satisfying the conditions (see item #3), you may now make application to the Building Regulations Division for a Building Permit pursuant to the Alberta Building Code. Before acceptance, plans are prescreened to ensure completeness and accuracy. If they pass this test, the application is accepted and placed in the system where proposed plans are checked for compliance with the Code and associated regulations. If in order, a Permit is issued and construction may proceed subject to inspection at various stages. Rulings of the Chief Building Inspector may be appealed to the Alberta Buildings Council. Having completed your building but prior to occupancy of the premises, you must obtain an approved Occupancy Permit from The City Planning Dept. as well. If you are moving into new premises, you will not be able to obtain a Business Licence until an Occupancy Permit has been issued. This is necessary to show that construction has been completed in a safe manner in accordance with the examined plans and/or that the premises that you are about to occupy are structurally safe and suitable for your particular operation.

5. **Occupancy and Tenant Approval Permits:**

Prior to occupying any business premises, an approval is required from the Planning Department.

An Occupancy Permit is issued by the Building Regulations Division for all new construction projects with the exception of one and two-family dwellings. This also includes any change of occupancy of an existing building or part thereof as required by the Alberta Building Code.

The Occupancy Permit generally applies to the base building or a single tenant building. In a multi-tenant building, a Tenant Approval Permit is required in addition to an Occupancy Permit.

A Tenant Approval Permit is issued by the Development Division for all new tenant uses which are permitted by the Land Use By-law. In some cases, you may be required to apply for a Development Permit (see item 3).

If a business license is required, the applicant must present either the approved Occupancy Permit, or the approved Tenant Approval Permit to the License Office.

For more information, please contact 268-5474 (Bldg. Regs.) or 268-5351 (Dev.)

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BUILDING BY-LAW

City administers and enforces The Alberta Building Code by virtue of Provincial Order-In-Council.

Copies of the Alberta Building Code available from:

School Book Branch
10410-121 Street
Edmonton, Alberta T5N 1L2
Telephone (403) 427-2767

Detailed information is available from:

Senior Building Inspector 2nd Floor, Rocky Mountain Plaza 615 Macleod Trail S.E. P.O. Box 2100, Postal Station M Calgary, Alberta T2P 2M5	South Satellite Office 271N-8500 Macleod Trail S.E. P.O. Box 2100, Postal Station M Calgary, Alberta T2P 2M5	North Satellite Office 3112-11 Street N.E. P.O. Box 2100, Postal Station M Calgary, Alberta T2P 2M5
Telephone: (403) 268-5381	Telephone: (403) 253-0665	Telephone: (403) 230-5128

HEALTH REGULATIONS

For regulations affecting industrial operations contact the following:

City:

Medical Officer of Health
Union Centre
2nd Floor, 120-17th Ave. S.W.
Calgary, Alberta T2S 2T2

Telephone: (403) 269-8800

ENVIRONMENTAL REGULATIONS

Provincial:

Director
Environmental Standards & Approval Div.
Department of Environment
Industrial Wastes Branch
Oxbridge Building
9820-106 Street
Edmonton, Alberta T5J 0Z6

Telephone: (403) 427-2739

1400 Rocky Mountain Plaza
615 Macleod Trail S.E.
Calgary, Alberta T2P 2M5

Telephone: (403) 261-6461

These regulations are particularly important where air pollution is a factor, or where discharge of waste matter into streams, grounds, etc. is necessary.

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UTILITIES & SERVICES

Names and addresses of firms supplying essential services and utilities.

ENGINEERING (CITY OF CALGARY)

For information on the availability and costs of development and extension of sewer, water, roads and sidewalks, contact:

Sewer:

Manager, Sewer Division
Engineering Department
City of Calgary
6th Floor, Rocky Mountain Plaza
615 Macleod Trail S.E.
P.O. Box 2100, Postal Station M
Calgary, Alberta T2P 2M5

Telephone: (403) 268-5735

Water: (Service)

Manager, Waterworks Division
Engineering Department
City of Calgary
6th Floor, Rocky Mountain Plaza
615 Macleod Trail S.E.
P.O. Box 2100, Postal Station M
Calgary, Alberta T2P 2M5

Telephone: (403) 268-5721

For water rates see page seven (7)

Streets Construction:

Manager, Streets Division
Engineering Department
City of Calgary
9th Floor, Rocky Mountain Plaza
615 Macleod Trail S.E.
P.O. Box 2100, Postal Station M
Calgary, Alberta T2P 2M5

Telephone: (403) 268-5011 – 268-5711

TELEPHONES (AGT)

Alberta Government Telephones services the City of Calgary and adjacent areas by direct dialing. For rates and other pertinent information:

Alberta Government Telephones
115-6 Avenue S.W.
Box 6000
Calgary, Alberta T2P 0P8

Telephone: (403) 231-2111 – 231-2542

CALGARY

ELECTRIC LIGHT AND POWER

This utility is supplied within the City by the City Electric System—outside the City of Calgary by TransAlta Utilities Corp. for industrial and commercial rates and other pertinent information:

City:

General Manager
Administration Division
The City of Calgary Electric System
Administration Building
2808 Spiller Road S.E.
P.O. Box 2100, Postal Station M
Calgary, Alberta T2P 2M5

Telephone: (403) 268-2820

Area:

Economic Development Section
Consumer Services Department
Trans Alta Utilities Corp.
110-12 Avenue S.W.
P.O. Box 1900
Calgary, Alberta T2P 2M1

Telephone: (403) 267-7110

City residential and small commercial utilities (electric, water, sewerage) Rates, Service and Billings:

The City of Calgary
Utility Customer Accounts Division
Finance Department, Main Floor
Administration Building
P.O. Box 2100, Postal Station M
323-7 Avenue S.E.
Calgary, Alberta T2P 2M5
Telephone: (403) 233-2121

NATURAL GAS

For rates and relevant information on city or area;

Manager
Sales and Industrial Development
Canadian Western Natural Gas
Company Ltd.
1015-11 St. S.W.
Calgary, Alberta T2R 1G2
Telephone: (403) 245-7740

TRANSPORTATION

Railways—Canadian Pacific Railway—Canadian National Railway—transcontinental line with national service interprovincial and United States connections.

Industrial Development Officer
Marketing and Sales Department
Canadian Pacific Railway
#400 - 125-9 Avenue S.E.
Calgary, Alberta T2G 0P6
Telephone: (403) 266-9525

Industrial Development
Canadian National Railways
10004-104 Ave.
Edmonton, Alberta T5J 0K2
Telephone: (403) 429-8310

Highways—No. 1 Trans-Canada Highway, links south via Alberta #2 with two United States Highways (No. 89 at Carway, Interstate 15 at Coutts). Interprovincial connections east and west.

Load Limit and Routes

City:

Traffic Operations Engineer
Transportation Department
318-2nd Ave. S.W.
Calgary, Alberta T2P 0C5
Telephone: (403) 268-1636

Province:

Branch Manager
Provincial Highway & Transport
4020 Bowness Road N.W.
Calgary, Alberta T3B 0A2
Telephone: (403) 283-3321

Airports

Calgary International Airport–McCall Field–located 20 minutes from city centre. Maintenance services of every kind available.

Airport Manager: Telephone: (403) 276-0200
Transport Canada 2000 Airport Rd. N.E. (New Air Terminal Bldg.), Calgary, Alberta T2E 6W5

Springbank Airport–20 miles west of Calgary. Light planes and flying schools.
Box 1, Site 16, RR2, Calgary, Alberta T2P 2G5

Airport Manager: Telephone: (403) 288-9476

OPERATING REQUIREMENTS

REGISTRATION OF COMPANIES

It is usually necessary for a company to become licensed or registered in any province in which it desires to carry on business. For detailed information contact:

Corporate Registry
Department of Consumer Affairs
1400 Century Pl.
9803-102A Avenue
Edmonton, Alberta T5K 3A3

Telephone: (403) 427-2311 Edmonton

LICENSING

City–Operators of premises which are subject to supervision by Health, Police, Fire and Building Departments require City licenses–these are in addition to Provincial licenses. For detailed information contact:

The City of Calgary
License Division
3rd Floor West–Administration Bldg.
313-7 Avenue S.E.
P.O. Box 2100, Postal Station M
Calgary, Alberta T2P 2M5

Telephone: (403) 268-5521

Provincial

Manufacturing: No provincial license.

Wholesale & Retail: Licenses vary according to number of employees.

Business: For detailed information contact:

District Licensing Officer
Licensing of Trades & Business
Calgary Branch Consumer & Corporate Affairs
222 Centre 70
7015 Macleod Trail S.,
P.O. Box 5880, Stn. A.
Calgary, Alberta T2H 2M9

Telephone: (403) 253-0909

Liquor License: Address see page 14

Federal: No Federal business licence required.

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TAXES

CITY

General information on assessment and tax rates are available from:

City Assessor
The City of Calgary
7th Floor Calgary Public Bldg.
205-8th Ave. S E.
P.O. Box 2100, Postal Station M
Calgary, Alberta T2P 2M5
Telephone: (403) 268-4600

Business Tax–This is a tax charged each business in Calgary. The cost is based on a rental formula per square foot of space used. For detailed information contact:

Property and Business Tax Billings:

The City of Calgary
Business Assessment Division
Assessment Department
7th Floor, Calgary Public Bldg.
205-8th Ave. S.E.
P.O. Box 2100, Postal Station M
Calgary, Alberta T2P 2M5
Telephone: (403) 268-4632

The City of Calgary
Tax Division
Finance Department
Main Floor, Administration Bldg.
323-7th Ave. S.E.
P.O. Box 2100, Postal Station M
Calgary, Alberta T2P 2M5
Telephone: (403) 268-2471

PROVINCIAL

No provincial sales tax in Alberta.

No provincial gasoline tax in Alberta. Provincial fuel taxes are applied only on aviation fuel for certain aircraft, and on locomotive fuels. For details contact:

Alberta Treasury
Revenue Administration
Sir Frederick W. Haultain Bldg.
9811-109 Street
Edmonton, Alberta
T5K 2L5
Telephone (403) 427-3044

Provincial personal income tax by mutual agreement is collected by the Federal Government. The provincial portion of corporate income taxes for the taxation periods commencing on or after January 1, 1981, is collected directly by Alberta. For taxation years commencing prior to that date, provincial corporate income taxes are collected by Revenue Canada, taxation by mutual agreement. For detailed information contact:

Alberta Treasury
Corporate Tax Administration
Sir Frederick W. Haultain Bldg.
9811-109 Street
Edmonton, Alberta
T5K 2L5
Telephone (403) 427-0712
Alberta callers outside Edmonton call toll free:
Zenith 22143

TAXES (CONT'D)

Estate Tax - There are no succession duties (estate taxes) levied by the Alberta Government.

FEDERAL

Income Tax - for detailed information contact:

Government of Canada
Department of National Revenue
Taxation Division
#250 - 220-4 Ave. S.E.
Calgary, Alberta T2G 0L1
Telephone: (403) 231-4101

Customs - detailed information is available from:

Government of Canada
Customs Department
Rm. 730, 220-4 Ave. S.E.
Calgary, Alberta T2P 2M7
Telephone: (403) 231-4660

Federal Sales Tax - A sales tax is imposed by the federal government with certain exceptions, on the sale price of goods manufactured or produced in Canada, payable by the manufacturer or producer when the goods are delivered to the purchaser.

The full rate of tax is 9%. Imported goods, with certain exceptions, are also subject to the sales tax, payable on the customs duty-paid value at the time of entry for consumption in Canada. Detailed information is available from:

Government of Canada
Regional Excise Office
Rm. 470, 220-4 Ave. S.E.
Calgary, Alberta T2P 3B7
Telephone: (403) 231-5678 – 231-5672

MANPOWER & LABOUR

EMPLOYMENT & IMMIGRATION

The National Employment Service maintains an office in Calgary to assist prospective employees in locating professional, skilled or general labour. Contact is maintained with all other National Employment Service offices in Canada. For information on this assistance and on the matter of Unemployment Insurance and Immigration contact:

Manager
Canada Employment Centre
830 - 220-4th Avenue S.E., P.O. Box 2530
Calgary, Alberta T2P 2T7
Telephone: (403) 231-4942

Canada Immigration Centre
Rm. 380, 220-4 Ave. S.E.
Calgary, Alberta T2P 2M7
Telephone: (403) 231-5853

Unemployment Insurance Canada

Calgary Main Office
#168 - 220-4th Ave. S.E.
Calgary, Alberta T2P 2T7
Telephone: (403) 231-5211

MANPOWER AND LABOUR (CONT'D)

WAGES AND HOURS OF WORK

For information regarding minimum wages, hours of work and vacation with pay, etc., contact:

Board of Industrial Relations
Deerfoot Junction
Tower Three
1212-31 Ave. N.E.
Calgary, Alberta T2E 7S8
Telephone: (403) 230-4795

Labour Surveys
Bureau of Statistics
Alberta Treasury
7th Flr. Sir Frederick
W. Haultain Bldg.
9811-109 St.
Edmonton, Alberta T5K 0C8
Telephone: (403) 427-3058

WORKMEN'S COMPENSATION

Every employer commencing a business should contact:

Manager
Worker's Compensation Board
2nd Floor, 132-16 Ave. N.E.
Calgary, Alberta T2E 1J5
Telephone: (403) 261-6175

Manpower & Labour–General Safety Services Division (Alberta)

Deerfoot Junction
Tower Three
1212-31 Ave. N.E.
Calgary, Alberta T2E 7S8
Telephone: Area Code 403

	Calgary
Boiler's Branch	230-4710
Building Standards Branch	230-4710
Electrical Protection Branch	230-4710
Elevators & Fixed Conveyances	230-4710
Fire Prevention Branch	230-4710
Gas Protection Branch	230-4710
Plumbing Inspection Branch	230-4710

Labour Division (Alberta)

Telephone: Area Code 403

	Calgary
Board of Industrial Relations	230-4795
Human Rights Commission	261-6571
Labour Relations	230-4795
Employment Standards	230-1993
Mediation Services	230-4791

Manpower Division (Alberta)

Apprenticeship & Trade Certification Branch
6th Floor, 1520-4th St. S.W.
Calgary, Alberta T2R 1H5

Telephone: (403) 261-6457 (Calgary)

MANPOWER AND LABOUR (CONT'D)

HEALTH CARE INSURANCE COMMISSION

Every resident of Alberta must register himself and his dependents with the commission not later than one month after becoming eligible for coverage. Further information from:

Health Care Insurance Commission
629B-7 Avenue S.W.
Calgary, Alberta T2P 0Y9

Telephone: (403) 261-6411

ALBERTA BLUE CROSS PLAN

For hospital and other benefit insurance contact:

Alberta Blue Cross Plan
211 Chinook Centre
6455 Macleod Trail South
Calgary, Alberta T2H 0K9

Telephone: (403) 253-0171

Private insurance plans available from other sources.

CANADIAN STANDARDS ASSOCIATION

The Canadian Standards Association is an autonomous non-government body, established for the purpose of developing uniform nationwide standards on products, processes and procedures.

Application for CSA certification, or for further information contact:

Western Regional Office
CSA Testing Laboratory
5224-99th St.
Edmonton, Alberta T6E 3N7

Telephone: (403) 436-8553

Government of Alberta
Manpower and Labour
General Safety Services Division
Deerfoot Junction
Tower Three
1212-31 Ave. N.E.
Calgary, Alberta T2E 7S8

Telephone:
Boiler's Branch (403) 230-4710
Electrical
Inspection Branch (403) 230-4710

BUSINESS INFORMATION AND ASSISTANCE

Departments of the City of Calgary, the Provincial and Federal Governments are vitally interested in commercial and industrial development and offer excellent assistance to businesses seeking information. Dealings are confidential and can be as detailed as necessary. Railways, banks and utility companies can also be very helpful in much the same manner.

For confidential assistance on plant site location, availability of services, markets and technical advice, we recommend you contact the following:

THE CITY OF CALGARY

The City of Calgary
Business Development Department
P.O. Box 2100, Postal Station M
#317 - 205-9 Avenue S.E.
Calgary, Alberta T2P 2M5
Telephone: (403) 268-2331

Local Real Estate Firms also offer confidential Commercial and Industrial services.

PROVINCE OF ALBERTA

Small Business Assistance Branch
Department of Tourism & Small Business
15th Floor, Capital Square
10065 Jasper Avenue
Edmonton, Alberta T5J 0H5
Telephone: (403) 427-3685

Director,
Department of Tourism & Small Business
Regional Business Development Branch
5th Floor, 999-8 Street S.W.
Calgary, Alberta T2R 1J5
Telephone: (403) 261-6284

Economic Development—Edmonton
Industry Development Branch
9th Floor, Pacific Plaza
10909 Jasper Avenue
Edmonton, Alberta T5J 3L9
Telephone: (403) 427-2005

Economic Development—Calgary
Investment Promotions—South
5th Floor, 999-8 Street S.W.
Calgary, Alberta T2R 1J5
Telephone: (403) 261-6240

Alberta Opportunity Company
114 Centre 70 Building
7015 Macleod Trail S.
P.O. Box 6161, Station A
Calgary, Alberta T2H 2L4
Telephone: (403) 261-6437

Statistics
Bureau of Statistics
Alberta Treasury
7th Flr. Sir Frederick W. Haultain Bldg.
Edmonton, Alberta T5K 0C8
Telephone: (403) 427-3058

Liquor License
Alberta Liquor Control Board
License Dept.
7140-40 Street S.E.
Calgary, Alberta T2C 2B6
Telephone: (403) 279-1099

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BUSINESS INFORMATION AND ASSISTANCE (CONT'D)

Alberta Research Council
Director of Research
Research Council of Alberta
4th Floor, Terrace Plaza
4445 Calgary Trail S.
Edmonton, Alberta T6H 5R7
Telephone: (403) 438-0666

Technical Information Service
3512-33 Street N.W.
Calgary, Alberta T2L 2A6
Telephone: (403) 282-9136

Land Titles Office
620-7th Avenue S.W.
Calgary, Alberta T2P 2R4
Telephone: (403) 261-6511

Alberta Agriculture
Calgary Branch Office
911-32 Avenue N.E.
Calgary, Alberta T2E 6X6
Telephone: (403) 261-6281

Airdrie Regional Office
Bag Service #1
Airdrie, Alberta T0M 0B0
Telephone: (403) 948-5101

Brand Offices
Stockyards Calgary E
Telephone: (403) 261-6460

GOVERNMENT OF CANADA

Patents

Canadian patents confer the exclusive right of making, using and vending the patented inventions for a term of seventeen years from the date of issue. The patentee, however, is required to work his invention on a commercial scale in Canada within three years. If this requirement is not met, then any responsible and competent manufacturer may apply for permission to manufacture the patented invention in Canada. It is advisable to have a lawyer or patent attorney file the application for a patent.

Patents Branch
Bureau of Intellectual Property
Dept. of Consumer & Corporate Affairs
Place Du Portage
68 Victoria Street
Ottawa, Ontario K1A 0C9

Patents Branch
Bureau of Intellectual Property
Dept. of Consumer & Corporate Affairs–Canada
2919-5 Avenue N.E.
Calgary, Alberta T2A 6T8
Telephone: (403) 231-5607

Trade Marks

Trade Mark is the name given to a distinguishing mark, work or design which has been duly registered. Registration endures for fifteen years and may be renewed for similar periods. It is advisable to have a lawyer or patent attorney file the application for a trade mark.

Certain requirements must be met in registering a trade mark and such information may be obtained from:

Trade Mark Branch
Bureau of Intellectual Property
Dept. of Consumer & Corporate Affairs
Place Du Portage
68 Victoria Street
Ottawa, Ontario K1A 0C9

Trade Mark Branch
Bureau of Intellectual Property
Dept of Consumer & Corporate Affairs–Canada
2919-5 Avenue N.E.
Calgary, Alberta T2A 6T8
Telephone: (403) 231-5607

BUSINESS INFORMATION AND ASSISTANCE (CONT'D)

GOVERNMENT OF CANADA (CONT'D)

Statistics Canada

Edmonton Regional Office
215, 11010-101 Street
Edmonton, Alberta T5H 4C5

Telephone: Zenith 1-800-222-6400
(403) 420-3023

The Federal Department of Industry, Trade & Commerce–provides assistance for the most part to secondary industries:

FIRA Foreign Investment Review Agency
500 MacDonald Place
9939 Jasper Avenue
Edmonton, Alberta T5J 2W8

Telephone: (403) 420-2944

Regional Manager
Department of Industry, Trade & Commerce
5th Floor, 9939 Jasper Avenue
Edmonton, Alberta T5J 2W8

Telephone: (403) 420-2944

Federal Business Development Bank–formerly Industrial Development Bank–this is a crown Corporation whose prime function is to provide financing for small, medium and large size enterprises, unable to obtain funds required from other sources on reasonable terms and conditions. For further information contact:

North Office
Federal Business Development Bank
3015-12 Street N.E.
Calgary, Alberta T2E 7J2

Telephone: (403) 230-5930

South Office
10601 Southport Road S.W.
Calgary, Alberta T2W 3M6

Telephone: (403) 278-6240

Centre Office
230-534-17 Ave. S.W.
Calgary, Alberta T2S 0B2

Telephone: (403) 231-5666

Counselling Assistance to Small Enterprises (CASE)–administered by the FBDB. Provides an opportunity for the owners and managers of small businesses engaged in manufacturing or tourism to benefit, at nominal cost, from a service provided by retired business executives selected by their management experience. For assistance contact:

CASE
3015-12 Street N.E.
Calgary, Alberta T2E 7J2

Telephone: (403) 230-5930

Department of Consumer & Corporate Affairs

Calgary District Office
2919-5 Avenue N.E.
Calgary, Alberta T2A 6T8

Telephone: (403) 231-5601

BUSINESS INFORMATION AND ASSISTANCE (CONT'D)

GOVERNMENT OF CANADA (CONT'D)

Department of Agriculture

Inspection Office
750, 220-4 Avenue S.E.
Calgary, Alberta T2P 3C3
Telephone: (403) 231-5635

Dairy Products Division
750, 220-4 Avenue S.E.
Calgary, Alberta T2P 3C3
Telephone: (403) 231-5635

Poultry Products Division
750, 220-4 Avenue S.E.
Calgary, Alberta T2P 3C3
Telephone: (403) 231-5635

Livestock Division
210 Stockyards Bldg.
2635 Portland Street S.E.
Calgary, Alberta T2G 4M8
Telephone: (403) 231-4304

Health of Animals Branch
Calgary District Office
Bay 17, 6624 Centre Street S.
Calgary, Alberta T2H 0C6
Telephone: (403) 253-7687

Fruit and Vegetable Division
750, 220-4 Avenue S.E.
Calgary, Alberta T2P 3C3
Telephone: (403) 231-5635

Plant Products Division
750, 220-4 Avenue S.E.
Calgary, Alberta T2P 3C3
Telephone: (403) 231-5635

Plant Quarantine Division
750, 220-4 Avenue S.E.
Calgary, Alberta T2P 3C3
Telephone: (403) 231-5635

Department of Energy, Mines & Resources

Geological Survey of Canada
Institute of Sedimentary &
Petroleum Geology
3303-33 Street N.W.
Calgary, Alberta T2L 2A7
Telephone: (403) 284-0110

Geological Survey of Canada
Mines Branch
Mining Research Centre
3303-33 Street N.W.
Calgary, Alberta T2L 2A7
Telephone: (403) 284-0110

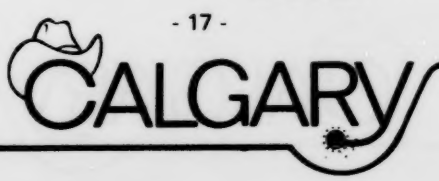
Health & Welfare Canada

Health Protection Branch
282, 220-4th Avenue S.E.
Box 2958 Stn. M.
Calgary, Alberta T2P 3C3
Telephone: (403) 231-4650

Revenue Canada–assistance in filing returns and general tax information:

Taxation
420, 220-4th Avenue S.E.
Calgary, Alberta T2P 3C3
Telephone: Area Code 403

Corporation 231-4101
Individuals 231-4101



BUSINESS ASSOCIATIONS

Valuable assistance can be obtained from the many professional consultants in the City. Information and a list of members may be obtained from the following:

Alberta Association of Architects
10515 Saskatchewan Drive
Edmonton, Alberta T6E 4S1
Telephone: (403) 432-0224

Farm Equip. Dealers' Association
of Alberta & British Columbia
Suite G, 3801-21 Street N.E.
Calgary, Alberta T2E 6T5
Telephone: (403) 277-7581

Alberta Hotel Association
517 - 206-7 Avenue S.W.
Calgary, Alberta T2P 0W7
Telephone: (403) 261-6015

Alberta Trucking Association
5112-3 Street S.E.
Calgary, Alberta T2H 1X9
Telephone: (403) 253-8401

Arctic Institute of North America
11 Floor Library Tower
2500 University Drive N.W.
Calgary, Alberta T2N 1N4
Telephone: (403) 284-7515

Associated Canadian Travellers
Dominion Head Office
116-16 Avenue N.E.
Calgary, Alberta T2E 1J5
Telephone: (403) 277-0745

Association of Professional Engineers
Geologists & Geophysicists of Alberta
229 - 640-5th Avenue S.W.
Calgary, Alberta T2P 3G4
Telephone: (403) 262-7714

Automotive Retailers Association
5623-4 Street N.W.
Calgary, Alberta T2K 1B3
Telephone: (403) 274-1867

Better Business Bureau
404, 630-8 Avenue S.W.
Calgary, Alberta T2P 1G6
Telephone: (403) 269-3905, 264-1691

Building Owners Managers Assoc.
3rd Flr., 517 Centre Street S.W.
Calgary, Alberta T2G 2C4
Telephone: (403) 237-0559

Calgary Air Conditioning
& Sheet Metal Association
2725-12 Street N.E.
Calgary, Alberta T2E 7J2
Telephone: (403) 230-5469

Calgary Chamber of Commerce
3rd Floor, 517 Centre Street S.
Calgary, Alberta T2G 2C4
Telephone: (403) 263-7435

Calgary Construction Association
2725-12 Street N.E.
Calgary, Alberta T2E 7J2
Telephone: (403) 230-2535

Calgary Downtown Business Assoc.
302, 513-8 Avenue S.W.
Calgary, Alberta T2P 1G3
Telephone: (403) 269-1193

Calgary Real Estate Board
Co-operative Ltd.
503-7 Street S.W.
Calgary, Alberta T2P 1Y9
Telephone: (403) 263-0530

Canadian Association of Oilwell Drilling
Contractors
414 Manulife House, 603-7 Avenue S.W.
Calgary, Alberta T2P 2T5
Telephone: (403) 264-4311

BUSINESS ASSOCIATIONS (CONT'D)

Canadian Cattlemen's Association
238, 2116-27 Avenue N.E.
Calgary, Alberta T2E 7A6
Telephone: (403) 277-2371

Canadian Petroleum Association
15th Flr., 633-6 Avenue S.W.
Calgary, Alberta T2P 2Y5
Telephone: (403) 269-6721

Canadian Society of Exploration Geophysicists
229, 640-5th Avenue S.W.
Calgary, Alberta T2P 3G4
Telephone: (403) 262-0015

Canadian Society of Petroleum Geologists
229, 640-5th Avenue S.W.
Calgary, Alberta T2P 3G4
Telephone: (403) 264-5610

Certified General Accountants Assoc.
223-14 Street N.W.
Calgary, Alberta T2N 1Z6
Telephone: (403) 283-6620

Coal Association of Canada
210-909-5 Avenue S.W.
Calgary, Alberta T2P 0N8
Telephone: (403) 262-1544

Housing & Urban Development Association of Calgary
206, 540-12 Avenue S.W.
Calgary, Alberta T2R 0H4
Telephone: (403) 264-7545

Independent Petroleum Association of Canada
700, 707-7th Avenue S.W.
Calgary, Alberta T2P 0Z2
Telephone: (403) 232-1530

Institute of Chartered Accountants of Alberta
201, 10080 Jasper Avenue
Edmonton, Alberta T5J 1V9
Telephone: (403) 424-7391

Insurance Institute of Southern Alberta
601, 630-8 Avenue S.W.
Calgary, Alberta T2P 1G6
Telephone: (403) 266-3427

Law Society of Alberta
344-12 Avenue S.W.
Calgary, Alberta T2R 0H2
Telephone: (403) 266-6036

Masonry Contractors of Alberta
2725-12 Street N.E.
Calgary, Alberta T2E 7J2
Telephone: (403) 230-2867

Mechanical Contractors Assoc. of Alberta
2725-12 Street N.E.
Calgary, Alberta T2E 7J2
Telephone: (403) 230-3615

North West Commercial Travellers Association of Canada
101, 709-11 Avenue S.W.
Calgary, Alberta T2R 0E3
Telephone: (403) 263-2181

Propane Gas Association of Canada Ltd.
1202, 500-4 Avenue S.W.
Calgary, Alberta T2P 2V6
Telephone: (403) 263-0450

Property Owners Association
20, 335-11 Avenue S.W.
Calgary, Alberta T2R 0C7
Telephone: (403) 262-3292

Society of Management Acountants of Alberta
810, 505-5th Street S.W.
Calgary, Alberta T2P 3J2
Telephone: (403) 269-5341

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Business Development Department, #317, 205-9th Ave. S.E., Box 2100, Calgary, Alberta T2P 2M5 Phone (403) 268-2331